



# Putnam County Health Department

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**Public Health**  
Prevent. Promote. Protect.

Date: October 24, 2014

From: Dr. Robert A. Heavin, M.D., Health Officer  
Joni Young, Administrator/Registrar

Subject: Vital Records Certified Copy and Public Access Copy

## Policy & Procedures Requesting Birth & Death Records

**An individual who contacts the Health Department for a certified copy of a vital record will need to adhere to the following procedures:**

1. As per IC 16-37-1-10, 11, & 11.5C and IAC 410-18-3-1, eligibility will need to be determined and verified. A photocopy of the individual's identification is required for anyone requesting a certified copy of record.
2. As per IC 16-37-1-7 & IC 16-37-3 and IC 5-14-3-3, at the discretion of the Putnam County Health Department all requests will be in writing on a form provided by the PCHD. It will include all required information and needs to be filled out completely.
3. Requests will only be considered when submitted: in person at our office, by mail, or VitalChek. Upon receipt of a completed written request with all accompanying required documentation to verify proof of direct interest, applications will be processed in a reasonable time frame based on the extent of the request.
4. No e-mail, faxed or phone requests will be accepted.
5. Payment for the record will have to be made before the record is released. PCHD accepts cash, checks, or money orders for payment purposes and VitalChek accepts credit cards.

**An individual who contacts the Health Department for a death record under the Public Open Access Law "Not a Legal Copy" of a death record or a genealogy copy of a vital record will need to adhere to the following procedures:**

1. As per IC 5-14-3-3, at the discretion of the Putnam County Health Department all requests will be in writing on a form provided by the PCHD. It will include all required information and need to be filled out completely. To safeguard the record and to verify the individual's identity requesting the record, a photocopy of their identification will accompany the application.
2. The PCHD, after receiving the written request in person at the PCHD office or through VitalChek, will respond to the request in a reasonable time frame based on the extent of requested records. IF the request is mailed, faxed, or e-mailed the PCHD will respond within seven calendar days of receiving the same. The Indiana Access to Public Records Act (APRA) requires ONLY a response and not the actual production of the record within this specified time period. The response time for the record request is reasonable access NOT immediate access. With this in mind the PCHD will attempt to fulfill all requests promptly and without delay.
3. As per Indiana Administrative Code 410 IAC 1-2.3-47, IC 5-14-3-4, IC 16-37-3-9 & IC 16-41-8, the Putnam County Health Department will redact protected information from a vital record when the record contains both disclosable and non disclosable information. The actual record is still protected or exempt for the Open Public Access guidelines until the protected information is redacted. There is no time limit on the above referenced protected records.
4. Once the record is generated by the PCHD it will be stamped or so marked "NOT A LEGAL COPY" and printed on white paper. NO Health Officer signature or Certifying Seal will be placed on the document.
5. Payment for the record will have to be made before record is released. PCHD accepts cash, checks, or money orders for payment purposes and VitalChek accepts credit cards.